Registered Apprenticeship Program

Information Manual

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<http://www.learning.gov.ab.ca/k_12/curriculum/>

Additional copies are available by downloading and printing from the Alberta Learning Web site at <http://www.learning.gov.ab.ca/k_12/curriculum/rapinfoman.pdf>.

Concerns, questions or suggestions for changes can be directed to the Curriculum Branch, 11160 Jasper Avenue, Edmonton, Alberta, T5K 0L2; telephone 780–427–2984; fax 780–422–3745. Inside Alberta, dial 310–0000 to be connected toll free.

The primary intended audience for this document is:

Administrators	✓
Counsellors	✓
General Audience	
Parent School Councils	✓
Parents	
Students	
Teachers	✓

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Table of Contents

An Outline: Getting Involved with RAP 1
Why Apprenticeship? 2
What Is RAP? 2
Why RAP? 3
What Are the Choices? 3
How Does a Student Get Involved in RAP? 4
- Learning about the Trade(s) 4
- Becoming a RAP Apprentice 4

What Are the Rules? 5
- Eligibility Rules 5
- Application Rules 6
- High School Credits Rules 7

Roles and Responsibilities 8
- Students (RAP Apprentices) 9
- Teachers 9
- Employers 9
- Schools 10
- School Jurisdiction and/or Schools 11
- Apprenticeship and Industry Training 11

How Are Accidents Recorded and Reported? 12
- How to File a Claim 12
- More Claims Information 13
- Other Insurance Coverage 13
- More Trades Information 13
- Key Contacts 13
- What to Do if a Student Is Injured at the Work Station or the Work Site 14

Appendices
- Appendix 1. Registered Apprenticeship Program Courses Available for Local Authorization 15
- Appendix 2. Sample Apprenticeship Application Contract Form 21
- Appendix 3. Registered Apprenticeship Program Student Placement Form 33
- Appendix 4. Guide to Developing Registered Apprenticeship Program Learning Plans 35
- Appendix 5. Registered Apprenticeship Program Registration Form 41

An Outline: Getting Involved with RAP

1. Student explores careers in the trades through:
- Work Experience course
- Career and Technology Studies (CTS) courses
- part-time job.

↘

2. Student expresses interest in trade career to:
- counsellor
- teacher.

↘

3. Student enrolls in CTS courses to support employer search; e.g.:
- CTR1010 Job Preparation
- CTR1210 Personal Safety (Management)
- CTR2210 Workplace Safety (Practices)
- CTR3210 Safety Management Systems.

↘

4. Trade employer identified by; e.g.:
- student
- school
- employer associations
- Careers: The Next Generation.*

↘

5. School jurisdiction/school submits RAP Registration Form to Curriculum Branch.

↘

6. Student completes Apprenticeship Application (may be obtained from any Apprenticeship and Industry Training Office).

↘

7. RAP Apprenticeship approved for student by Apprenticeship and Industry Training Office.

↘

8. School jurisdiction/school inspects and approves RAP work station (Off-Campus Education Policy is followed).

↘

****9.** Student is enrolled in one or more trade-specific RAP courses (see Appendix 1). RAP Student Placement Form sent to Curriculum Branch, Alberta Learning.

↘

10. School jurisdiction/school ensures that a learning plan is developed and the student is monitored regularly for attendance and performance (see Appendix 3).

↘

11. Teacher, in consultation with supervising employer, assesses student's performance and assigns grades, as required, for each RAP course completed.

Note:
- Steps 1–4 are suggested only
- Steps 5–11 are required

* Careers: The Next Generation is a not-for-profit foundation (Telephone 780–426–3414; Fax 780–428–8164).

** Whenever possible, the teacher responsible for monitoring the RAP student's progress should arrange to monitor jointly with the Field Officer responsible for RAP at the local Apprenticeship and Industry Training Office (see page 27).

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WHY APPRENTICESHIP?

Apprenticeship is on-the-job training under the supervision of a skilled tradesperson combined with classroom training. Apprenticeship is an efficient and effective way of providing skilled workers in the trades. Students and employers report that apprenticeship has a number of advantages. For example:

- ***Hands-on, up-to-date training***. Concepts are often easier to learn through practical experience. Also, working on a jobsite usually gives apprentices more access to the most current equipment and more experience with the latest industry practices.
- ***Opportunities to earn while you learn***. An apprentice receives a pay cheque.
- ***The promise of a good career***. Acquiring a trade is a solid beginning for any career path. Apprentices develop skills that industry needs—the skilled trades are virtually always in demand.

WHAT IS RAP?

The Registered Apprenticeship Program (RAP) is an apprenticeship program for high school students. Traditionally, apprenticeships in Alberta began after students graduated from high school.

However, some students identify their career interests at an earlier age and are ready to get started learning and practising their future trade **while in high school**. RAP is an ideal program for these students.

RAP students divide their time between an approved work site and their high school. They take regular courses, such as English language arts, social studies, science and mathematics in order to earn their Alberta High School Diploma or Certificate of Achievement. RAP students are both full-time students and registered apprentices.

The time a RAP student spends at school and on the work site can be quite flexible. The student, school and employer jointly agree to a suitable schedule. The student might work as a RAP apprentice for a semester, for half of each school day, for one or two days per week, or during summers, holidays and weekends.

RAP students are expected to continue their apprenticeship after they graduate from high school.

All apprentices are required to take a period of technical training (formal instruction) after completing each year of their apprenticeship. The RAP apprentices' technical training is delayed until they have completed high school and completed the required number of hours of workplace learning.

RAP students are paid at least minimum wage.

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WHY RAP?

Some students know they want to acquire a trade. Others have not thought of this option but find they are interested when they learn more about it. Almost all students today are concerned about competing for employment after they graduate. Students who want to start their career training as early as possible may even be tempted to leave school before graduating in order to enter the workforce.

The Registered Apprenticeship Program addresses the needs of all these students. RAP lets students earn money, get high school credits and complete a major portion of their first year of apprenticeship while still in school. They can stay in school and graduate while still participating in the adult world that they are anxious to join.

RAP is designed to:

- improve the transition between school and the workplace
- encourage students to stay in school
- enable students to obtain on-the-job training that is recognized by employers.

Since Alberta frequently faces labour shortages in the skilled trades, offering high school students an apprenticeship not only provides students with future employment opportunities but also helps to support the Alberta economy.

WHAT ARE THE CHOICES?

There are eight, 5-credit RAP courses available in each of 50 apprenticeship trades (see Appendix 1).

Each course has its own course code, which is used to record course credits on the student's high school transcript. RAP courses must be taken in order, as shown in Appendix 1.

Note: Students who are uncertain about entering RAP should consider enrolling in a work experience course or Career Internship 10 to explore one or more of the trades. A work experience course often gives both employer and student the time they need to determine whether or not a formal apprenticeship agreement is advisable.

The specific RAP courses that are available in each school will depend on the willingness of local employers to employ apprentices.

Students and schools, trade associations and interested organizations should all take an active role in informing potential employers about the advantages of RAP in order to open more doors for students interested in entering the program.

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HOW DOES A STUDENT GET INVOLVED IN RAP?

Learning about the Trade(s)

Before a student is enrolled in a RAP course, he or she shall demonstrate readiness to enter a trade by being endorsed by the school and the employer. Student readiness must include an understanding about the demands of the workplace and a positive attitude toward work. Endorsement of student readiness shall be achieved through one or a combination of the following.

- Confirming the student's interest in the trades and learning about career opportunities in the trades by:
  - ⇒ successful completion of Career Internship 10, Work Experience 15–25–35 and/or Career and Technology Studies (CTS) courses
  - ⇒ working in a part-time job.
- Consulting with a parent, teacher or counsellor about the advantages and disadvantages of a trade career and about how well the student is suited to working in a specific trade.
- Enrolling in one or more of the CTS courses that employers may want their apprentices to have completed:
  - ⇒ CTR1010 Job Preparation
  - ⇒ CTR1210 Personal Safety (Management)
  - ⇒ CTR2210 Workplace Safety (Practices)
  - ⇒ CTR3210: Safety Management Systems.
  - ⇒ In addition to the above, the student is responsible for finding an employer who is willing to accept him or her as an apprentice. The school or another resource, such as Careers: The Next Generation, may be of assistance.

Students can earn a credential from the Job Safety Skills Society by achieving a mark of 70% or better on one or more of the three Job Safety Skills courses.

Becoming a RAP Apprentice

When an employer has been identified and the student has made a commitment to learning a specific trade, the following procedure must be followed.

1. The student obtains an Apprenticeship Application Form from an Apprenticeship and Industry Training Office (see Appendix 2), completes and submits it to Apprenticeship and Industry Training, Alberta Learning. A copy of the application form can be accessed through the Internet at <http://www.tradesecrets.org>.

2. Completion of the registration process may take between three weeks and three months.

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3. The staff member who has been designated by the school jurisdiction or school inspects and approves the RAP workstation, in accordance with the Off-Campus Education Policy.

4. The school enrolls the student in one or more trade-specific RAP courses and sends a RAP Student Placement Form (see Appendix 3) to Curriculum Branch, Alberta Learning.

5. The teacher, in consultation with the student's employer, develops a learning plan and monitors the student's progress and performance. Whenever possible, the teacher coordinates monitoring activities with the field consultant from the Apprenticeship and Industry Training Office, who also monitors the program.

6. The teacher, in consultation with the employer, assesses the student's progress and performance and assigns grades for each RAP course completed.

WHAT ARE THE RULES?

Participants in RAP are young and usually inexperienced. They are probably unfamiliar with labour standards and workplace expectations. They are also students, who are expected to meet specific curricular expectations in order to graduate from high school.

Alberta Learning, the provincial government department responsible for administering RAP, has established policies and regulations that are designed to promote high standards and expectations and ensure that students are treated fairly.

Eligibility Rules

School jurisdiction eligibility. A jurisdiction must:

- have a board policy supporting the implementation and delivery of RAP and/or off-campus education programs
- submit a RAP Registration Form (see Appendix 5) to the Curriculum Branch, Alberta Learning, indicating the schools that are participating.

Employer eligibility. Anyone who is eligible to employ a regular apprentice can also employ a RAP apprentice. In other words, the employer must either be a journeyman or employ a journeyman to provide supervision and training to the RAP apprentice.

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Student eligibility. To be eligible to enroll in RAP courses, a student must:

- be registered in a high school program and working toward an Alberta High School Diploma or a Certificate of Achievement
- be aware of the entrance requirements for the specific trade or pass the trade entrance examination; e.g., Instrument Technician trade requires Applied Mathematics 20 or Pure Mathematics 20 and 10 credits in senior high school science
- have identified an employer willing to accept the student as an apprentice.

Since the entrance requirements into each trade change over time, students should obtain current information from a local Apprenticeship and Industry Training Office. See page 27 for a list of offices.

If a student cannot find an employer who is willing to accept him or her as an apprenticeship, the school's RAP coordinator should consider contacting:

- local businesses that operate a related trade
- a local Apprenticeship and Industry Training Office
- Careers: The Next Generation.

Application Rules

A student who has chosen a trade and found an employer who is willing to accept him or her as an apprentice must:

- complete an Apprentice Application Contract Form (see Appendix 2) available at a local Apprenticeship and Industry Training Office or at the <www.tradesecrets.org> Web site.
- submit the form to an Apprenticeship and Industry Training Office for approval.
- ensure that the student is registered with Apprenticeship and Industry Training.
  Note: Completion of the registration process may take approximately three weeks.
- seek approval from the school to enroll in RAP courses to ensure that high school credits can be earned and recorded.

Students who are accepted as apprentices are expected to purchase an Apprenticeship Record book from an Apprenticeship and Industry Training Office. The current cost is $25. In some trades, and for some employers, students may also be required to purchase their own tools.

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High School Credits Rules

Students can register in up to eight RAP courses in a trade. Each RAP course involves 125 hours of on-the-job learning and is worth 5 credits.

Credits and Hours of Work

A RAP student can earn as many as 1000-hours time credits (40 high school credits) toward an apprenticeship while still in school. The following rules apply to the granting of credits for RAP courses.

- Hours spent in Work Experience 15–25–35 courses in a trade-related workplace do NOT count as hours toward credit in a RAP course. However, an employer may count the hours completed in trade-related Work Experience and CTS courses toward apprenticeship requirements.

RAP and CTS Courses

- Students may be enrolled in both RAP courses and related Career and Technology Studies (CTS) courses in the same school year. However, the student's RAP learning plan must indicate that each RAP course involves new learning requiring 125 hours of instruction.

- There is NO provision for waived prerequisites (advanced standing) in a sequence of RAP courses.

- Students may not earn credits in RAP courses retroactively.

- Students enrolled in RAP who do not complete the eight-course sequence of RAP courses in a trade may transfer to other high school programs.

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ROLES AND RESPONSIBILITIES

	Alberta Learning	Apprenticeship and Industry Training, Alberta Learning	School Jurisdiction/ School	Student	Employer
Apprenticeship Credits		X			
High School Credits	X				
Placement Identification and Selection			X	X	X
Recruiting and Marketing	X	X	X		
Approving Placement		X	X		
Monitoring and Assessment		X	X		
Technical Training (see note below)		X			
On-the-Job Training					X

Note: All apprentices are required to take a period of technical training after completing each year of their apprenticeship. The RAP apprentice's technical training is delayed until they have completed high school and the required number of hours of workplace learning.

Technical training schedules are established by Apprenticeship and Industry Training, Alberta Learning. Rap apprentices are generally required to register for technical training after:

- completing high school
- supplying Apprenticeship and Industry Training with proof of high school completion; e.g., an Alberta High School Diploma, Certificate of Achievement or high school transcript.

Alternative timeliness for taking technical training are being considered.

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Students (RAP Apprentices)

A RAP apprentice is expected to take on the same responsibilities as a regular apprentice, and be just as productive. The RAP apprentice arrives at work on time, completes tasks as assigned, and observes safety regulations and other rules of the employer.

In their roles as students, RAP apprentices attend classes, do school assignments and maintain passing grades.

Students are encouraged to enroll in one or more of the following courses before, or concurrent with, participation in RAP:

- CTR1010: Job Preparation
- CTR1210: Personal Safety (Management)
- CTR2210: Workplace Safety (Practices)
- CTR3210: Safety Management Systems.

Teachers

A teacher holding a valid Alberta teaching certificate is assigned responsibility for each RAP student. This teacher is responsible for:

- ensuring that students are properly registered as apprentices with Apprenticeship and Industry Training, Alberta Learning. See page 27 for local offices.
- developing, in consultation with the employer, a learning plan for each student that identifies what that student is expected to know and be able to do for successful completion of each RAP course
- monitoring and supervising the student's learning

  Note: Whenever possible, the teacher should arrange to visit the worksite with the field consultant from the Apprenticeship and Industry Training Office who has been assigned monitoring responsibilities.
- assessing the student's progress and performance, in consultation with the employer.

  Note: The teacher also has primary responsibility for student assessment. The final mark in the course should be determined by the teacher in consultation with the student and the employer. See Appendix 4, Guide to Developing Registered Apprenticeship Program Learning Plans.

Employers

The employer:

- provides the RAP apprentice with trade-specific, on-the-job training
- maintains the RAP apprentice's record book
- maintains contact with the supervising teacher and, in consultation with the teacher, develops regular performance reports
- gives the apprentice fair and equitable compensation.

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Schools

Before registering a student in RAP courses, the school must ensure that Apprenticeship and Industry Training, Alberta Learning, has approved the student's apprenticeship application.

When approval is confirmed, the school must submit a completed copy of the Registered Apprenticeship Program Student Placement Form (see Appendix 3) to the Curriculum Branch, Alberta Learning and follow the rules for granting credits for RAP courses.

Other roles and responsibilities of schools:

- ensure that students have up-to-date information about RAP and apprenticeship. See Apprenticeship and Industry Training Web site at <http://www. tradesecrets.org> or contact any Apprenticeship and Industry Training Office
- help students interested in entering a trade to find employers who will employ them as apprentices
- maintain enough flexibility in the school timetable to allow students to participate in their RAP placements
- encourage students to stay in school and graduate before entering the workforce
- ensure that parents understand the goals and purposes of RAP, as well as the rules, and are kept informed of their child's progress as a RAP apprentice
- ensure that both parents and students understand how high school credits are awarded for successfully completed RAP courses.

Ideas for schools to consider:

- a school–labour force advisory committee, with representatives from local employers who might hire high school students
- liaisons with Careers: The Next Generation, and other interested organizations, to promote RAP and find employers who are willing to participate in RAP
- a public relations program designed to educate students and parents about the rewards of a career in the trades
- strategies to encourage both employers and teachers to teach students the importance of both academic and workplace competencies
- encourage students to enroll in Job Safety Skills courses prior to or concurrent with enrolling in RAP courses.

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School Jurisdiction and/or Schools

The school jurisdiction is responsible for inspecting and approving each RAP work site annually. One of the major reasons for this inspection and approval is to ensure the safety of RAP students.

This responsibility may be delegated to either a certificated teacher or a noncertificated person. For more details, see Alberta Learning's *Off-Campus Education Guide for Administrators, Counsellors and Teachers,* 2000.

Alberta Learning has the following requirements for school jurisdictions and schools that offer a RAP program.

- The administrators and teachers who coordinate RAP must understand and comply with Alberta Learning's Off-Campus Education Policy. For details, see *Off-Campus Education Guide for Administrators, Counsellors and Teachers,* 2000.
- There must be a designated coordinator for RAP in the school district or school, as appropriate.
- The Superintendent of Schools, or designate, must sign the completed Registered Apprenticeship Program Registration Form (see Appendix 5) and file it with the Curriculum Branch, Alberta Learning.

Apprenticeship and Industry Training

Apprenticeship and Industry Training administers the *Apprenticeship and Industry Training Act*, 1991, which governs apprenticeship in Alberta. Under this legislation and its regulations:

- students are considered to be regular apprentices
- students must be employed by a qualified employer and supervised by a qualified journeyman
- Apprenticeship and Industry Training staff will monitor and evaluate work placements and monitor RAP students. Whenever possible, this monitoring should be done together with the supervising teacher
- Apprenticeship and Industry Training also facilitates the delivery of technical training after a student has supplied proof of high school completion (diploma, certificate or transcript) and has completed the required number of hours for the first year of apprenticeship in the selected trade.

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HOW ARE ACCIDENTS RECORDED AND REPORTED?

Every student in an off-campus education program must understand that all minor or major accidents must be reported immediately to the workplace supervisor and also to the teacher. It is the responsibility of the workplace supervisor to see that the accident is recorded in the company's incident/accident report book.

If a worker (student) is hurt in a work-related accident, the Workers' Compensation Board (WCB) is to be advised when:

- the worker is away from work for longer than the day of the accident
- the worker requires ongoing medical treatment; e.g., physiotherapy, chiropractor services
- another party is involved; e.g., motor vehicle accident
- the injury results in hearing loss, respiratory problems or any progressive injury or condition
- prescriptions, dental work or glasses replacement are required
- a permanent disability is likely.

If no lost time from work occurs, WCB notification is not required. However, the accident must be recorded in the employer's accident report book.

How to File a Claim

If an accident necessitates a WCB claim to be filed:

- the employer is to fill out an Employer's Report of Injury or Occupational Disease form
- the student (worker) is to fill out the Worker's Report of Injury or Occupational Disease form
- the coordinating teacher should emphasize to employers that the employer SHOULD NOT enter the company's compensation code or account number on the report. The Alberta Learning Account Code must be entered where appropriate.

The Alberta Learning Account Code, 345912/6, must be entered on the Employer's Report of Injury or Occupational Disease form by a designated representative of the school jurisdiction.

Once the reports are completed, the supervising teacher must follow school jurisdiction policy for forwarding both the worker's and employer's reports to:

- WCB within 72 hours
- the Curriculum Branch, Alberta Learning. **See model on page 14 for detailed procedures.**

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When a student receives medical attention for an injury, he or she must make sure that his or her doctor knows that the accident happened at work. Doctors attending injured workers are required to send in a Physician's Report of Accident within two days of treatment. If the doctor does not send in a report, the WCB will not open a file.

More Claims Information

For general claims information, students and employers can telephone the Edmonton WCB office at 780–498–3800, their nearest WCB office, or Alberta Learning at 780–427–2984.

Other Insurance Coverage

Beyond workers' compensation, any insurance coverage deemed desirable is to be obtained by the student, the school board or the employer. Insurance coverage for students travelling to and from the work site/station from their homes is the same as that normally in force for students going to and from their homes to school. It is also recommended that students involved in off-campus education programs consider purchasing additional student insurance.

More Trades Information

Comprehensive information about the trades in Alberta can be found at <www.tradesecrets.org>.

Key Contacts

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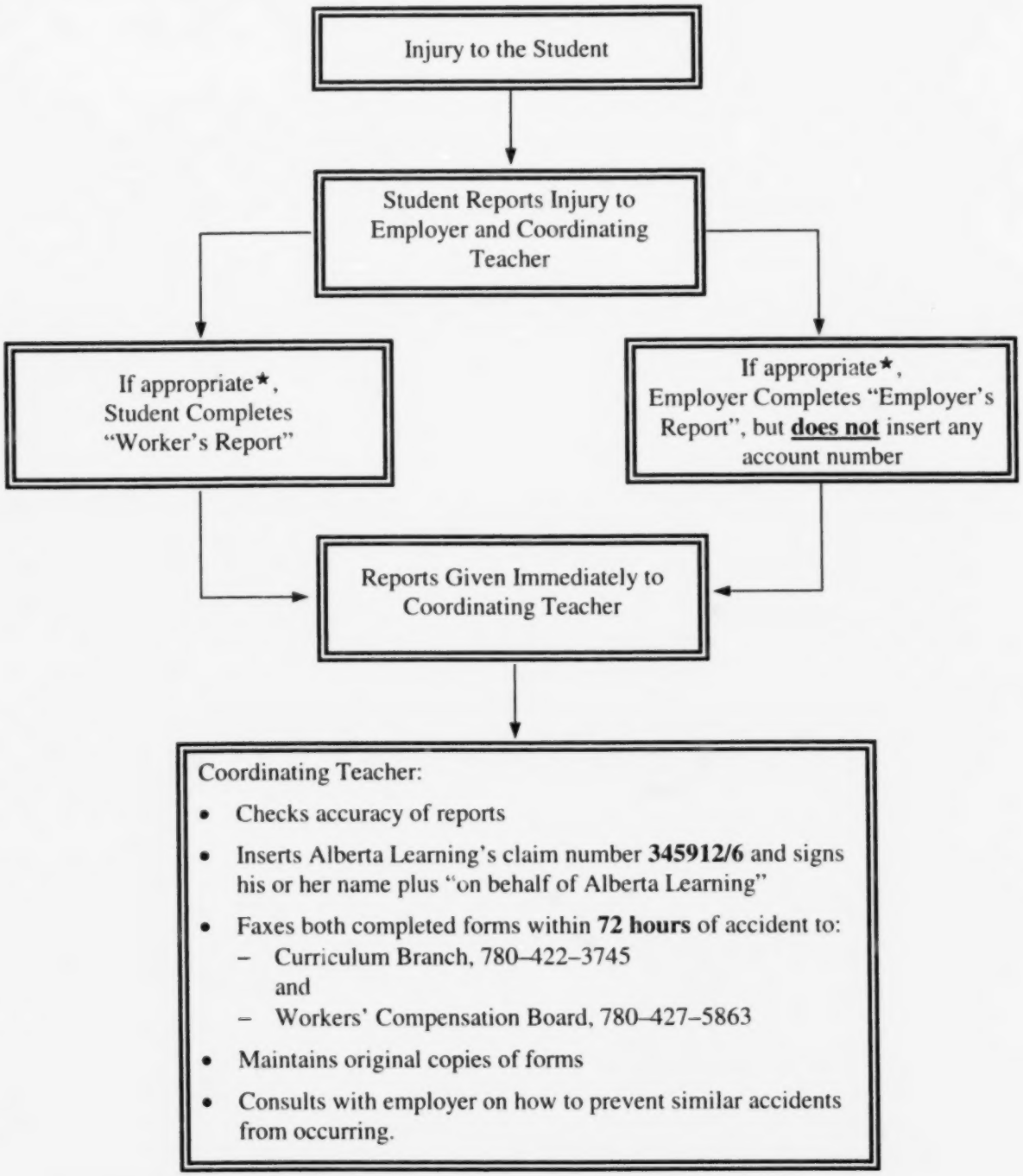
WHAT TO DO IF A STUDENT IS INJURED AT THE WORK STATION OR THE WORK SITE


Injury to the Student
Student Reports Injury to Employer and Coordinating Teacher
If appropriate★, Student Completes "Worker's Report"
If appropriate★, Employer Completes "Employer's Report", but **does not** insert any account number
Reports Given Immediately to Coordinating Teacher
Coordinating Teacher:
• Checks accuracy of reports
• Inserts Alberta Learning's claim number **345912/6** and signs his or her name plus "on behalf of Alberta Learning"
• Faxes both completed forms within **72 hours** of accident to:
– Curriculum Branch, 780–422–3745
and
– Workers' Compensation Board, 780–427–5863
• Maintains original copies of forms
• Consults with employer on how to prevent similar accidents from occurring.

★Read information in Worker's Report of Accident document to determine if the injury needs to be reported.

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Appendix 1
Registered Apprenticeship Program Courses Available for Local Authorization

Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP)		
RAP4164 Agricultural Equipment Technician 15 (5)	RAP5164 Agricultural Equipment Technician 25a (5) RAP5165 Agricultural Equipment Technician 25b (5) RAP5166 Agricultural Equipment Technician 25c (5)	RAP6164 Agricultural Equipment Technician 35a (5) RAP6165 Agricultural Equipment Technician 35b (5) RAP6166 Agricultural Equipment Technician 35c (5) RAP6167 Agricultural Equipment Technician 35d (5)
RAP1659 Appliance Service Technician 15 (5)	RAP2659 Appliance Service Technician 25a (5) RAP2660 Appliance Service Technician 25b (5) RAP2661 Appliance Service Technician 25c (5)	RAP3659 Appliance Service Technician 35a (5) RAP3660 Appliance Service Technician 35b (5) RAP3661 Appliance Service Technician 35c (5) RAP3662 Appliance Service Technician 35d (5)
RAP1992 Auto Body Technician 15 (5)	RAP2992 Auto Body Technician 25a (5) RAP2993 Auto Body Technician 25b (5) RAP2994 Auto Body Technician 25c (5)	RAP3992 Auto Body Technician 35a (5) RAP3993 Auto Body Technician 35b (5) RAP3994 Auto Body Technician 35c (5) RAP3995 Auto Body Technician 35d (5)
RAP1762 Automotive Service Technician 15 (5)	RAP2762 Automotive Service Technician 25a (5) RAP2763 Automotive Service Technician 25b (5) RAP2764 Automotive Service Technician 25c (5)	RAP3762 Automotive Service Technician 35a (5) RAP3763 Automotive Service Technician 35b (5) RAP3764 Automotive Service Technician 35c (5) RAP3765 Automotive Service Technician 35d (5)
RAP4100 Baker 15 (5)	RAP5100 Baker 25a (5) RAP5101 Baker 25b (5) RAP5102 Baker 25c (5)	RAP6100 Baker 35a (5) RAP6101 Baker 35b (5) RAP6102 Baker 35c (5) RAP6103 Baker 35d (5)
RAP4168 Boilermaker 15 (5)	RAP5168 Boilermaker 25a (5) RAP5169 Boilermaker 25b (5) RAP5170 Boilermaker 25c (5)	RAP6168 Boilermaker 35a (5) RAP6169 Boilermaker 35b (5) RAP6170 Boilermaker 35c (5) RAP6171 Boilermaker 35d (5)
RAP4172 Bricklayer 15 (5)	RAP5172 Bricklayer 25a (5) RAP5173 Bricklayer 25b (5) RAP5174 Bricklayer 25c (5)	RAP6172 Bricklayer 35a (5) RAP6173 Bricklayer 35b (5) RAP6174 Bricklayer 35c (5) RAP6175 Bricklayer 35d (5)
RAP4104 Cabinetmaker 15 (5)	RAP5104 Cabinetmaker 25a (5) RAP5105 Cabinetmaker 25b (5) RAP5106 Cabinetmaker 25c (5)	RAP6104 Cabinetmaker 35a (5) RAP6105 Cabinetmaker 35b (5) RAP6106 Cabinetmaker 35c (5) RAP6107 Cabinetmaker 35d (5)
RAP4108 Carpenter 15 (5)	RAP5108 Carpenter 25a (5) RAP5109 Carpenter 25b (5) RAP5110 Carpenter 25c (5)	RAP6108 Carpenter 35a (5) RAP6109 Carpenter 35b (5) RAP6110 Carpenter 35c (5) RAP6111 Carpenter 35d (5)
RAP4180 Communication Technician 15 (5)	RAP5180 Communication Technician 25a (5) RAP5181 Communication Technician 25b (5) RAP5182 Communication Technician 25c (5)	RAP6180 Communication Technician 35a (5) RAP6181 Communication Technician 35b (5) RAP6182 Communication Technician 35c (5) RAP6183 Communication Technician 35d (5)

(continued)

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Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP) (continued)		
RAP4176 Concrete Finisher 15 ..... (5)	RAP5176 Concrete Finisher 25a .....(5) RAP5177 Concrete Finisher 25b.....(5) RAP5178 Concrete Finisher 25c .....(5)	RAP6176 Concrete Finisher 35a.....(5) RAP6177 Concrete Finisher 35b.....(5) RAP6178 Concrete Finisher 35c.....(5) RAP6179 Concrete Finisher 35d.....(5)
RAP4112 Cook 15..... (5)	RAP5112 Cook 25a .....(5) RAP5113 Cook 25b .....(5) RAP5114 Cook 25c .....(5)	RAP6112 Cook 35a .....(5) RAP6113 Cook 35b .....(5) RAP6114 Cook 35c .....(5) RAP6115 Cook 35d .....(5)
RAP4184 Crane and Hoisting Equipment Operator 15..... (5)	RAP5184 Crane and Hoisting Equipment Operator 25a.....(5) RAP5185 Crane and Hoisting Equipment Operator 25b .....(5) RAP5186 Crane and Hoisting Equipment Operator 25c.....(5)	RAP6184 Crane and Hoisting Equipment Operator 35a.....(5) RAP6185 Crane and Hoisting Equipment Operator 35b .....(5) RAP6186 Crane and Hoisting Equipment Operator 35c.....(5) RAP6187 Crane and Hoisting Equipment Operator 35d .....(5)
RAP4116 Electrical Motor Systems Technician 15..... (5)	RAP5116 Electrical Motor Systems Technician 25a .....(5) RAP5117 Electrical Motor Systems Technician 25b .....(5) RAP5118 Electrical Motor Systems Technician 25c .....(5)	RAP6116 Electrical Motor Systems Technician 35a .....(5) RAP6117 Electrical Motor Systems Technician 35b .....(5) RAP6118 Electrical Motor Systems Technician 35c .....(5) RAP6119 Electrical Motor Systems Technician 35d .....(5)
RAP1758 Electrician 15..... (5)	RAP2758 Electrician 25a.....(5) RAP2759 Electrician 25b.....(5) RAP2760 Electrician 25c.....(5)	RAP3758 Electrician 35a.....(5) RAP3759 Electrician 35b.....(5) RAP3760 Electrician 35c.....(5) RAP3761 Electrician 35d.....(5)
RAP1651 Electronic Technician 15 ..... (5)	RAP2651 Electronic Technician 25a .....(5) RAP2652 Electronic Technician 25b .....(5) RAP2653 Electronic Technician 25c .....(5)	RAP3651 Electronic Technician 35a ..... (5) RAP3652 Electronic Technician 35b ..... (5) RAP3653 Electronic Technician 35c ..... (5) RAP3654 Electronic Technician 35d ..... (5)
RAP4256 Elevator Constructor 15 ..... (5)	RAP5256 Elevator Constructor 25a .....(5) RAP5257 Elevator Constructor 25b.....(5) RAP5258 Elevator Constructor 25c .....(5)	RAP6256 Elevator Constructor 35a ..... (5) RAP6257 Elevator Constructor 35b..... (5) RAP6258 Elevator Constructor 35c ..... (5) RAP6259 Elevator Constructor 35d..... (5)
RAP4120 Floorcovering Installer 15 ..... (5)	RAP5120 Floorcovering Installer 25a .....(5) RAP5121 Floorcovering Installer 25b .....(5) RAP5122 Floorcovering Installer 25c .....(5)	RAP6120 Floorcovering Installer 35a ..... (5) RAP6121 Floorcovering Installer 35b ..... (5) RAP6122 Floorcovering Installer 35c ..... (5) RAP6123 Floorcovering Installer 35d ..... (5)
RAP4124 Gasfitter—First Class 15..... (5)	RAP5124 Gasfitter—First Class 25a.....(5) RAP5125 Gasfitter—First Class 25b .....(5) RAP5126 Gasfitter—First Class 25c.....(5)	RAP6124 Gasfitter—First Class 35a..... (5) RAP6125 Gasfitter—First Class 35b ..... (5) RAP6126 Gasfitter—First Class 35c..... (5) RAP6127 Gasfitter—First Class 35d ..... (5)
RAP4128 Glazier 15..... (5)	RAP5128 Glazier 25a.....(5) RAP5129 Glazier 25b .....(5) RAP5130 Glazier 25c.....(5)	RAP6128 Glazier 35a.....(5) RAP6129 Glazier 35b .....(5) RAP6130 Glazier 35c.....(5) RAP6131 Glazier 35d .....(5)
RAP1853 Hairstylist 15..... (5)	RAP2853 Hairstylist 25a.....(5) RAP2854 Hairstylist 25b .....(5) RAP2855 Hairstylist 25c.....(5)	RAP3853 Hairstylist 35a.....(5) RAP3854 Hairstylist 35b .....(5) RAP3855 Hairstylist 35c.....(5) RAP3856 Hairstylist 35d .....(5)

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Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP) (continued)		
RAP1988 Heavy Equipment Technician 15 ....(5)	RAP2988 Heavy Equipment Technician 25a ....(5) RAP2989 Heavy Equipment Technician 25b ....(5) RAP2990 Heavy Equipment Technician 25c ....(5)	RAP3988 Heavy Equipment Technician 35a ....(5) RAP3989 Heavy Equipment Technician 35b ....(5) RAP3990 Heavy Equipment Technician 35c ....(5) RAP3991 Heavy Equipment Technician 35d ....(5)
RAP4132 Instrument Technician 15 ....(5)	RAP5132 Instrument Technician 25a ....(5) RAP5133 Instrument Technician 25b ....(5) RAP5134 Instrument Technician 25c ....(5)	RAP6132 Instrument Technician 35a ....(5) RAP6133 Instrument Technician 35b ....(5) RAP6134 Instrument Technician 35c ....(5) RAP6135 Instrument Technician 35d ....(5)
RAP4136 Insulator 15 ....(5)	RAP5136 Insulator 25a ....(5) RAP5137 Insulator 25b ....(5) RAP5138 Insulator 25c ....(5)	RAP6136 Insulator 35a ....(5) RAP6137 Insulator 35b ....(5) RAP6138 Insulator 35c ....(5) RAP6139 Insulator 35d ....(5)
RAP4188 Ironworker 15 ....(5)	RAP5188 Ironworker 25a ....(5) RAP5189 Ironworker 25b ....(5) RAP5190 Ironworker 25c ....(5)	RAP6188 Ironworker 35a ....(5) RAP6189 Ironworker 35b ....(5) RAP6190 Ironworker 35c ....(5) RAP6191 Ironworker 35d ....(5)
RAP4192 Landscape Gardener 15 ....(5)	RAP5192 Landscape Gardener 25a ....(5) RAP5193 Landscape Gardener 25b ....(5) RAP5194 Landscape Gardener 25c ....(5)	RAP6192 Landscape Gardener 35a ....(5) RAP6193 Landscape Gardener 35b ....(5) RAP6194 Landscape Gardener 35c ....(5) RAP6195 Landscape Gardener 35d ....(5)
RAP4196 Lather-Interior Systems Mechanic 15 ....(5)	RAP5196 Lather-Interior Systems Mechanic 25a ....(5) RAP5197 Lather-Interior Systems Mechanic 25b ....(5) RAP5198 Lather-Interior Systems Mechanic 25c ....(5)	RAP6196 Lather-Interior Systems Mechanic 35a ....(5) RAP6197 Lather-Interior Systems Mechanic 35b ....(5) RAP6198 Lather-Interior Systems Mechanic 35c ....(5) RAP6199 Lather-Interior Systems Mechanic 35d ....(5)
RAP4260 Locksmith 15 ....(5)	RAP5260 Locksmith 25a ....(5) RAP5261 Locksmith 25b ....(5) RAP5262 Locksmith 25c ....(5)	RAP6260 Locksmith 35a ....(5) RAP6261 Locksmith 35b ....(5) RAP6262 Locksmith 35c ....(5) RAP6263 Locksmith 35d ....(5)
RAP4140 Machinist 15 ....(5)	RAP5140 Machinist 25a ....(5) RAP5141 Machinist 25b ....(5) RAP5142 Machinist 25c ....(5)	RAP6140 Machinist 35a ....(5) RAP6141 Machinist 35b ....(5) RAP6142 Machinist 35c ....(5) RAP6143 Machinist 35d ....(5)
RAP4144 Millwright 15 ....(5)	RAP5144 Millwright 25a ....(5) RAP5145 Millwright 25b ....(5) RAP5146 Millwright 25c ....(5)	RAP6144 Millwright 35a ....(5) RAP6145 Millwright 35b ....(5) RAP6146 Millwright 35c ....(5) RAP6147 Millwright 35d ....(5)
RAP1646 Motorcycle Mechanic 15 ....(5)	RAP2646 Motorcycle Mechanic 25a ....(5) RAP2647 Motorcycle Mechanic 25b ....(5) RAP2648 Motorcycle Mechanic 25c ....(5)	RAP3646 Motorcycle Mechanic 35a ....(5) RAP3647 Motorcycle Mechanic 35b ....(5) RAP3648 Motorcycle Mechanic 35c ....(5) RAP3649 Motorcycle Mechanic 35d ....(5)
RAP4284 Outdoor Power Equipment Technician 15 ....(5)	RAP5284 Outdoor Power Equipment Technician 25a ....(5) RAP5285 Outdoor Power Equipment Technician 25b ....(5) RAP5286 Outdoor Power Equipment Technician 25c ....(5)	RAP6284 Outdoor Power Equipment Technician 35a ....(5) RAP6285 Outdoor Power Equipment Technician 35b ....(5) RAP6286 Outdoor Power Equipment Technician 35c ....(5) RAP6287 Outdoor Power Equipment Technician 35d ....(5)

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Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP) (continued)		
RAP4148 Painter and Decorator 15 .....(5)	RAP5148 Painter and Decorator 25a .....(5) RAP5149 Painter and Decorator 25b .....(5) RAP5150 Painter and Decorator 25c .....(5)	RAP6148 Painter and Decorator 35a .....(5) RAP6149 Painter and Decorator 35b .....(5) RAP6150 Painter and Decorator 35c .....(5) RAP6151 Painter and Decorator 35d .....(5)
RAP1655 Parts Technician 15 .....(5)	RAP2655 Parts Technician 25a .....(5) RAP2656 Parts Technician 25b .....(5) RAP2657 Parts Technician 25c .....(5)	RAP3655 Parts Technician 35a .....(5) RAP3656 Parts Technician 35b .....(5) RAP3657 Parts Technician 35c .....(5) RAP3658 Parts Technician 35d .....(5)
RAP4152 Plumber 15 .....(5)	RAP5152 Plumber 25a .....(5) RAP5153 Plumber 25b .....(5) RAP5154 Plumber 25c .....(5)	RAP6152 Plumber 35a .....(5) RAP6153 Plumber 35b .....(5) RAP6154 Plumber 35c .....(5) RAP6155 Plumber 35d .....(5)
RAP4204 Power Lineman 15 .....(5)	RAP5204 Power Lineman 25a .....(5) RAP5205 Power Lineman 25b .....(5) RAP5206 Power Lineman 25c .....(5)	RAP6204 Power Lineman 35a .....(5) RAP6205 Power Lineman 35b .....(5) RAP6206 Power Lineman 35c .....(5) RAP6207 Power Lineman 35d .....(5)
RAP4208 Power System Electrician 15 .....(5)	RAP5208 Power System Electrician 25a .....(5) RAP5209 Power System Electrician 25b .....(5) RAP5210 Power System Electrician 25c .....(5)	RAP6208 Power System Electrician 35a .....(5) RAP6209 Power System Electrician 35b .....(5) RAP6210 Power System Electrician 35c .....(5) RAP6211 Power System Electrician 35d .....(5)
RAP4280 Recreation Vehicle Service Technician 15 .....(5)	RAP5280 Recreation Vehicle Service Technician 25a .....(5) RAP5281 Recreation Vehicle Service Technician 25b .....(5) RAP5282 Recreation Vehicle Service Technician 25c .....(5)	RAP6280 Recreation Vehicle Service Technician 35a .....(5) RAP6281 Recreation Vehicle Service Technician 35b .....(5) RAP6282 Recreation Vehicle Service Technician 35c .....(5) RAP6283 Recreation Vehicle Service Technician 35d .....(5)
RAP4156 Refrigeration and Air Conditioning Mechanic 15 .....(5)	RAP5156 Refrigeration and Air Conditioning Mechanic 25a .....(5) RAP5157 Refrigeration and Air Conditioning Mechanic 25b .....(5) RAP5158 Refrigeration and Air Conditioning Mechanic 25c .....(5)	RAP6156 Refrigeration and Air Conditioning Mechanic 35a .....(5) RAP6157 Refrigeration and Air Conditioning Mechanic 35b .....(5) RAP6158 Refrigeration and Air Conditioning Mechanic 35c .....(5) RAP6159 Refrigeration and Air Conditioning Mechanic 35d .....(5)
RAP4224 Roofer 15 .....(5)	RAP5224 Roofer 25a .....(5) RAP5225 Roofer 25b .....(5) RAP5226 Roofer 25c .....(5)	RAP6224 Roofer 35a .....(5) RAP6225 Roofer 35b .....(5) RAP6226 Roofer 35c .....(5) RAP6227 Roofer 35d .....(5)
RAP4228 Sawfiler 15 .....(5)	RAP5228 Sawfiler 25a .....(5) RAP5229 Sawfiler 25b .....(5) RAP5230 Sawfiler 25c .....(5)	RAP6228 Sawfiler 35a .....(5) RAP6229 Sawfiler 35b .....(5) RAP6230 Sawfiler 35c .....(5) RAP6231 Sawfiler 35d .....(5)
RAP4232 Sheet Metal Worker 15 .....(5)	RAP5232 Sheet Metal Worker 25a .....(5) RAP5233 Sheet Metal Worker 25b .....(5) RAP5234 Sheet Metal Worker 25c .....(5)	RAP6232 Sheet Metal Worker 35a .....(5) RAP6233 Sheet Metal Worker 35b .....(5) RAP6234 Sheet Metal Worker 35c .....(5) RAP6235 Sheet Metal Worker 35d .....(5)

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Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP) (continued)		
RAP4236 Sprinkler Systems Installer 15 ....(5)	RAP5236 Sprinkler Systems Installer 25a ....(5) RAP5237 Sprinkler Systems Installer 25b ....(5) RAP5238 Sprinkler Systems Installer 25c ....(5)	RAP6236 Sprinkler Systems Installer 35a ....(5) RAP6237 Sprinkler Systems Installer 35b ....(5) RAP6238 Sprinkler Systems Installer 35c ....(5) RAP6239 Sprinkler Systems Installer 35d ....(5)
RAP4160 Steamfitter–Pipefitter 15....(5)	RAP5160 Steamfitter–Pipefitter 25a....(5) RAP5161 Steamfitter–Pipefitter 25b ....(5) RAP5162 Steamfitter–Pipefitter 25c....(5)	RAP6160 Steamfitter–Pipefitter 35a....(5) RAP6161 Steamfitter–Pipefitter 35b ....(5) RAP6162 Steamfitter–Pipefitter 35c ....(5) RAP6163 Steamfitter–Pipefitter 35d ....(5)
RAP4240 Structural Steel and Plate Fitter 15 ....(5)	RAP5240 Structural Steel and Plate Fitter 25a....(5) RAP5241 Structural Steel and Plate Fitter 25b ....(5) RAP5242 Structural Steel and Plate Fitter 25c....(5)	RAP6240 Structural Steel and Plate Fitter 35a....(5) RAP6241 Structural Steel and Plate Fitter 35b ....(5) RAP6242 Structural Steel and Plate Fitter 35c....(5) RAP6243 Structural Steel and Plate Fitter 35d ....(5)
RAP4244 Tilesetter 15 ....(5)	RAP5244 Tilesetter 25a ....(5) RAP5245 Tilesetter 25b....(5) RAP5246 Tilesetter 25c ....(5)	RAP6244 Tilesetter 35a ....(5) RAP6245 Tilesetter 35b....(5) RAP6246 Tilesetter 35c ....(5) RAP6247 Tilesetter 35d....(5)
RAP4248 Tool and Die Maker 15 ....(5)	RAP5248 Tool and Die Maker 25a....(5) RAP5249 Tool and Die Maker 25b....(5) RAP5250 Tool and Die Maker 25c....(5)	RAP6248 Tool and Die Maker 35a....(5) RAP6249 Tool and Die Maker 35b....(5) RAP6250 Tool and Die Maker 35c....(5) RAP6251 Tool and Die Maker 35d....(5)
RAP4252 Transport Refrigeration Technician 15 ....(5)	RAP5252 Transport Refrigeration Technician 25a ....(5) RAP5253 Transport Refrigeration Technician 25b....(5) RAP5254 Transport Refrigeration Technician 25c ....(5)	RAP6252 Transport Refrigeration Technician 35a ....(5) RAP6253 Transport Refrigeration Technician 35b....(5) RAP6254 Transport Refrigeration Technician 35c ....(5) RAP6255 Transport Refrigeration Technician 35d....(5)
RAP1641 Water Well Driller 15....(5)	RAP2641 Water Well Driller 25a ....(5) RAP2642 Water Well Driller 25b ....(5) RAP2643 Water Well Driller 25c ....(5)	RAP3641 Water Well Driller 35a ....(5) RAP3642 Water Well Driller 35b ....(5) RAP3643 Water Well Driller 35c ....(5) RAP3644 Water Well Driller 35d ....(5)
RAP1663 Welder 15....(5)	RAP2663 Welder 25a ....(5) RAP2664 Welder 25b ....(5) RAP2665 Welder 25c ....(5)	RAP3663 Welder 35a ....(5) RAP3664 Welder 35b ....(5) RAP3665 Welder 35c ....(5) RAP3666 Welder 35d ....(5)

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Appendix 2
Sample Apprenticeship Application Contract Form

The Apprenticeship Application Contract form on the following pages is provided as a sample only. The student or teacher should access the most recent form by contacting the local Apprenticeship and Industry Training Office or by downloading the form from the <www.tradesecrets.org> Web site.

A list of Apprenticeship and Industry Training Offices is provided on page 27.

Before attempting to complete any of the form's eight sections, students should be advised to read carefully the Information/Instructions provided for each section.

A question in Section 2: Personal Information asks, **"Are you attending an Alberta High School and making this application under the Alberta High School Registered Apprenticeship Program (RAP)?"** If "Yes" is checked in response to this question, the student will not be required to take technical training until after:

- completing the required number of hours for the first period of apprenticeship in the selected trade
- completing high school
- confirming high school completion by submitting the student's Alberta High School Diploma, Certificate of Achievement or senior high school transcript to a local Apprenticeship and Industry Training Office.

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Alberta LEARNING

APPRENTICESHIP APPLICATION AND CONTRACT

Alberta Apprenticeship and Industry Training
Excellence through training and experience

Please read the Questions and Instructions carefully. If you need help in completing this form, call 310-0000 and ask to be connected toll free to the Apprenticeship and Industry Training Office that is closest to you. See page 10 of this application for office addresses and telephone numbers.

If you want to learn a trade you must be an apprentice. You must have an employer who is willing to employ you as an apprentice and is able to provide you with supervision and training.

There is a $25.00 non-refundable application fee, which must be submitted with your application.

Alberta Designated Trades

Agricultural Equipment Technician
Appliance Service Technician
Auto Body Technician - Collision and Refinishing
Auto Body Technician - Collision
Auto Body Technician - Refinishing
Automotive Service Technician
Baker
Boilermaker
Bricklayer
Cabinetmaker
Carpenter
Concrete Finisher
Communication Electrician - Construction
Communication Electrician - Network
Cook
Crane and Hoisting Equipment Operator - Mobile Crane
Crane and Hoisting Equipment Operator - Tower Crane
Crane and Hoisting Equipment Operator - Heavy Boom Truck
Crane and Hoisting Equipment Operator - Medium Boom Truck
Crane and Hoisting Equipment Operator - Wellhead Boom Truck
Electrical Motor Systems Technician
Electrician
Electronic Technician
Elevator Constructor
Floorcovering Installer
Gasfitter – First Class
Gasfitter – Second Class
Glazier
Glazier - Auto Glass Technician
Hairstylist
Heavy Equipment Technician
Heavy Equipment Technician - Heavy Duty Equipment Mechanic (Off Road)
Heavy Equipment Technician - Truck and Transport Mechanic
Heavy Equipment Technician - Truck – Trailer Mechanic
Instrument Technician
Insulator
Ironworker
Ironworker - Metal Building Systems Erector
Landscape Gardener
Lather-Interior Systems Mechanic
Locksmith
Machinist
Millwright
Motorcycle Mechanic
Outdoor Power Equipment Technician - Marine Equipment
Outdoor Power Equipment Technician - Power Equipment
Outdoor Power Equipment Technician - Recreational Equipment
Outdoor Power Equipment Technician - Turf Equipment
Painter and Decorator
Parts Technician
Plumber
Power Lineman
Power System Electrician
Recreation Vehicle Service Technician
Refrigeration and Air Conditioning Mechanic
Roofer
Sawfiler
Sawfiler - Circular Sawfiler
Sheet Metal Worker
Sprinkler System Installer
Steamfitter - Pipefitter
Structural Steel and Plate Fitter
Tilesetter
Tool and Die Maker
Transport Refrigeration Technician
Water Well Driller
Welder

Notification: We are collecting the personal information in this application under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000*, to determine and verify your eligibility to participate in an Alberta Apprenticeship Program. If you enter an Alberta Apprenticeship Program, this information and the personal information we obtain throughout your program will be used to administer your apprenticeship program, the *Apprenticeship and Industry Training Act* and the Interprovincial Standards (Red Seal) program, to help you get financial support, where applicable, under the Employment Insurance Act (Canada) and the Students' Finance Act, and for research and statistical purposes. If you have any questions about the collection of this information, you may contact the Senior Manager, Business Integration, Apprenticeship and Industry Training, Alberta Learning, 10th Floor Commerce Place, 10155 - 102 Street, Edmonton, Alberta, T5J 4L5. Telephone (780) 427-8765, Fax (780) 422-7376.

All applications, when completed and signed by the applicant and applicant's employer, are to be submitted to the nearest Apprenticeship and Industry Training office, as listed on page 10.

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Information / Instructions for Apprenticeship Application and Contract

1 Trade

- Print the name of the trade in which you want to apprentice. See Page 1 for a list of Alberta trades.

2 Personal Information

- **Section 2 is to be completed by the person applying to become an apprentice. Please print in ink.**
- Please ensure that you have completed the application and that you have **signed the application on page 3, section 3 and page 9, section 8.**
- Responses to the questions on Aboriginal ancestry are strictly voluntary. The information is being collected to ensure our programs continue to meet the needs of all applicants, including those of Aboriginal ancestry.
- **If you change your name or address in the future, contact the closest Apprenticeship and Industry Training Office immediately so your records can be updated**

3 Consent to Disclose Personal Information

- In this section we ask you to give us your consent to disclose the personal information you provide on the application form and the personal information we obtain during your apprenticeship program for two situations that are not included in the notification on the bottom of page 1 of the application.
- Your consent is voluntary. If you do not give your consent, it will not stop your application from being considered or stop your participation in an apprenticeship program. However, it may restrict your ability to receive an award recognizing your achievement as an apprentice or from being considered for a scholarship.
- **You may withdraw your consent at any time but must do so in writing to the nearest Apprenticeship and Industry Training Office.**
- **Sign and date** your consent to disclose personal information.

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Alberta LEARNING

APPRENTICESHIP APPLICATION AND CONTRACT

Alberta Apprenticeship and Industry Training
Excellence through training and experience

1 Trade

In what Alberta trade are you applying to be an apprentice?

2 Personal Information

Print your name clearly.

Social Insurance No.:	Alberta Student Number: (formerly Alberta Education Student ID)
Legal Last Name:	Former Last Name: (If applicable)
Legal First Name:	Middle Name (no initials):
Preferred First Name:	
Mailing Address (p.o. box, street, city, province):	
Postal Code:	Home Phone No.: ( ) / Day Time Phone No.: ( )
E-mail Address:	Gender: ☐ Male ☐ Female / Birth Date (yyyy/mm/dd):

If you require special needs services, describe the services you require.

Are you attending an Alberta High School and making this application under the Alberta High School Registered Apprenticeship Program (RAP)? ☐ Yes ☐ No

Were you referred to your current employer by CAREERS: The Next Generation? ☐ Yes ☐ No

Were you referred to your current employer through the Alberta Aboriginal Apprenticeship Project? ☐ Yes ☐ No

If you wish to declare your Aboriginal ancestry so we may better serve you with our programs, please complete the following: ☐ Indian ☐ Metis ☐ Inuit

If you are Indian: Are you a Registered Indian? Y ____ N ____ If yes, which First Nation? _____

Are you a resident of an Indian Reserve? Y ____ N ____ If yes, which Reserve? _____

If you are Metis: Are you a member of a Metis Settlement? Y ____ N ____ If yes, which Settlement? _____

If Settlement specified, are you a resident of that Settlement? _____

If no, where is your current place of residence? _____

If you are Inuit: Where were you born? _____

Where is your current residence (city/town)? _____

3 Consent to Disclose Personal Information

I authorize Alberta Learning to disclose any personal information relating to my participation in an Alberta apprenticeship program:

(a) to any group, organization or association for the purpose of being considered for an award or scholarship. ☐ Yes ☐ No

(b) to an Alberta MLA my name, address and trade for the purpose of having any awards or scholarships or other achievements in my apprenticeship program recognized. ☐ Yes ☐ No

I understand that I may withdraw my authorization at any time but that I must do so in writing.

Signature of Applicant:	Date (yyyy/mm/dd):

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Information / Instructions for Apprenticeship Application and Contract

4 Employer Information

Section 4 is to be completed by the employer. The employer's signature is also required on page 9, section 8.

Self Employed Apprentice Requirements:

- If you are a self-employed apprentice in an optional certification trade, please have the tradesperson or company with whom you have made arrangements for supervision of your training complete this section of the application.

Employer Information:

- If the applicant has previous work experience in the trade, as indicated in Section 6 of the application, you (the employer) may recommend that the applicant be granted time credit toward the on-the-job training component of the apprenticeship program. You (the employer) must indicate the **TOTAL** amount of recommended time credit the applicant is to receive, in both months and hours (e.g., 18 months, 2100 hours).
- If the time credit recommended for on-the-job training exceeds one year, you (the employer) may also recommend the applicant challenge an examination(s) instead of taking technical training. (Note: There is a fee for the examination(s).) As the employer, you must check one box only in support of a recommendation that the applicant challenge the examination **or** attend technical training.
- If you change the name or address of your business, please contact the closest Apprenticeship and Industry Training Office immediately so records can be updated.

5 Education and Training: Applicant Information

- If you attended high school in Alberta, you **do not** need to get an official transcript of your high school marks. Your Alberta high school marks will be verified by Alberta Apprenticeship and Industry Training.
- If you attended high school in another Canadian province or territory, please contact the Department of Education in that province or territory to get an **official transcript**.
- If an official transcript does not accompany this form, and your high school marks cannot be verified or if you do not meet the entrance requirement for your selected trade, you may be eligible to enter the apprenticeship program by passing an entrance examination. If required, you will be scheduled for an entrance examination.
- If your documents are written in a language other than English, they must be **translated** by a certified member of the Association of Translators and Interpreters of Alberta. For referral to a certified translator, contact the Translation Bureau at (780) 422-1658 or (780) 422-1535.

Describe the formal or technical training you have completed **in the trade identified in section 1 or in any other trade**. If you need more space, put the additional information on a separate page. Attach **a certified true copy*** of all supporting documentation (e.g., certificate, diploma, or transcript) to your application.

Describe any certificates, credentials or documents you hold **for the trade identified in section 1 or in any other trade**. If you need more space, put the additional information on a separate page. Please attach **a certified true copy*** of each certificate, credential or document to your application.

* **A certified true copy is a copy that is certified to be an exact copy of the original. A lawyer or notary public can do this for you.**

4 Employer Information

Legal Name of Business:		
Operating Name of Business:		
Mailing Address (P.O. Box or Street):		
City and Province:		**Postal Code:**
Phone No.: ( )	**Alternate Phone No.: ( )**	**Fax No.: ( )**
Site Address: (if different from above)		
City and Province:		**Postal Code:**
Phone No.: ( )	**Alternate Phone No.: ( )**	**Fax No.: ( )**
E-mail Address:	**Name of Contact Person:**	
What date did the applicant begin to work in this trade for your business (yyyy/mm/dd)?		
How much TOTAL trade experience credit (current and previous employment) expressed in months and hours should the applicant be granted? (Refer to Section 4 of	**Months:**	**Hours:**

☐ Challenge exam ☐ Attend technical training

What are your reasons for making this recommendation?

5 Education and Training

What is the highest level of education you completed?

If you have ever attended High School in Alberta please fill out the information below.

Name of High School: (attending or most recently attended)		
City/Town of High School:	**Last Year Attended:**	**Last Grade Attended:**

Describe the formal or technical training courses you have completed **in the trade identified in section 1 or in any other trade.** If you need more space, put the additional information on a separate page. Attach the original or a certified true copy of all supporting documentation (e.g., certificate, diploma, or transcript) to your application.

course or program	university/college/technical institute	location	date started / date completed	degree/diploma/certificate obtained
course or program	university/college/technical institute	location	date started / date completed	degree/diploma/certificate obtained

What is the name of the trade on the credential?	
What is the name of the province/state/country/company/organization that issued it?	
What is the number on the credential?	**If you have a Completion of Apprenticeship Certificate, what is the number on it?**
What is the date of issue on the credential?	**If there is an Interprovincial Red Seal on this credential, what is the number on it?**

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Information / Instructions for Apprenticeship Application and Contract

6 Work Experience in the Trade

Starting with your current employer, describe the work experience you have in the trade identified in section 1. If you need more space, put the additional information on a separate page. *(Note: This information is subject to verification).* This information, together **with the recommendation of your employer,** may be used to grant you credit toward the on the job training component of the apprenticeship program. Should you qualify for on-the- job training credit, you may be eligible to write one or more examinations to determine your level of competency. You will be advised if you are eligible to write an exam. There is a fee for writing the exam.

7 Payment Information

- There is a $25.00 non-refundable fee for an apprenticeship application and contract that must be submitted with the application. G.S.T. is included in this fee. If this fee is not submitted with the application, the application will not be accepted.
- Payment may be made by certified cheque, money order, VISA, Mastercard or debit card.
- If you wish to make your payment by certified cheque or money order, please make your cheque or money order payable to the **"Minister of Finance"**.
- If you wish to make your payment by debit card (Interac), you must personally deliver your application to an Apprenticeship and Industry Training Office.
- If you wish to make your payment by VISA or Mastercard, complete this section of the application, or if someone else is making the payment, have this section completed and signed by the cardholder.
- Please do not send cash in the mail.

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6 Work Experience in the Trade

Name of current or most recent employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code) Dates worked / Months and hours of hands on experience Date Started / Date Finished Total Months / Total Hours	Tasks performed (what work did you do in the trade?)
Name of employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code) Dates worked / Months and hours of hands on experience Date Started / Date Finished Total Months / Total Hours	Tasks performed (what work did you do in the trade?)
Name of employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code) Dates worked / Months and hours of hands on experience Date Started / Date Finished Total Months / Total Hours	Tasks performed (what work did you do in the trade?)
Name of employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code) Dates worked / Months and hours of hands on experience Date Started / Date Finished Total Months / Total Hours	Tasks performed (what work did you do in the trade?)

7 Payment Information

Method of Payment (check one):

☐ Certified Cheque (Payable to Minister of Finance) ☐ Debit Card ☐ Mastercard ☐ VISA

☐ Money Order (Payable to Minister of Finance) ☐ Company Cheque (Payable to Minister of Finance)

If you check Mastercard or VISA, provide all of the credit card information requested below.

Card Number:		**Amount of Payment:** *(payment must be made in full):*	**$25.00**
Expiry Date: (mm/yy)	**Cardholder Name:**	**Cardholder Signature:**	

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Information / Instructions for Apprenticeship Application and Contract

8 Contract of Apprenticeship and Signatures

Please read this section carefully and sign if you agree. Both the employer and applicant must sign the application in order for it to be processed.

(Note: It is an offence under the *Apprenticeship and Industry Training Act* to provide false information.)

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8 Contract of Apprenticeship and Signatures

When the employer and apprentice sign this document, the document becomes a Contract of Apprenticeship.

The Employer and Apprentice agree that:

1. The applicant shall be an apprentice under the *Apprenticeship and Industry Training Act* in the trade identified in Section 1 of the Application.
2. The Apprentice shall complete the apprenticeship program as required under the applicable regulations, or as agreed by the department and the Employer in accordance with the *Apprenticeship and Industry Training Act.*
3. The on-the-job training for the Apprentice begins on the date the Apprentice starts to work in the applicable trade for the Employer, or as determined by the department in accordance with the *Apprenticeship and Industry Training Act.*
4. The parties to this Contract of Apprenticeship shall comply with the *Apprenticeship and Industry Training Act.*
5. This Contract of Apprenticeship comes into effect on the date it is registered with the Executive Director, Apprenticeship and Industry Training.

I certify that, to the best of my knowledge, the information provided in this document is true and complete in all respects.

Name of Employer (please print):	
Signature of Employer:	**Date (yyyy/mm/dd):**

I have read the instructions, and I hereby make application for apprenticeship, and I declare that:

1. The information I have provided is true and complete in all respects and that I have not withheld any relevant information **(Note: It is an offence under the *Apprenticeship and Industry Training Act* to provide false information.)**
2. I will notify an Alberta Apprenticeship and Industry Training office of any subsequent changes in the information contained on this application.
3. I authorize Alberta Learning to contact other governments (including their departments and boards), education institutions as well as current and former employers to verify my certification, education, training, and work experience.
4. I authorize Alberta Learning to disclose any personal information obtained from this application, the verification of my certification, and the results of my exams to officials from other Canadian, provincial or territorial apprenticeship jurisdictions for the purpose of determining my eligibility to participate in trade/occupation certification programs.
5. If my application is cancelled, my employer will be notified of the cancellation and the reason(s) why, and I will no longer be permitted to work in the trade.

Name of Applicant (please print):	
Signature of Applicant:	**Date (yyyy/mm/dd):**

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Submit your completed application, fee, required transcripts, and other documents to the closest Apprenticeship and Industry Training office. Applications not complete or missing the required fee, transcripts or documents will not be processed and will be returned to the applicant.

Apprenticeship and Industry Training Offices			
City or Town	**Address**	**Postal Code**	**Phone No.**
Bonnyville	New Park Place, P.O. Box 8115, 5201 - 44 Street	T9N 2J4	(780) 826-4175
Calgary	7th Floor, Century Park Place, 855 - 8 Avenue, S.W.	T2P 3P1	(403) 297-6457
Calgary, South	Fisher Park II, 100, 6712 Fisher Street, S.E.	T2H 2A7	(403) 297-3100
Edmonton	7th Floor, Seventh Street Plaza, South Tower, 10030 - 107 Street	T5J 4X7	(780) 427-8517
Fort McMurray	Box 19, 7th Floor, Provincial Building, 9915 Franklin Avenue	T9H 2K4	(780) 743-7150
Grande Prairie	Suite 100, Towne Centre Mall, 9845 – 99 Avenue	T8V 0R3	(780) 538-5240
Hinton	568 Carmichael Lane	T7V 1S8	(780) 865-8293
Lethbridge	Room 280, Provincial Building, 200 - 5 Avenue, South	T1J 4C7	(403) 381-5380
Medicine Hat	Room 104, Provincial Building, 346 - 3 Street, S.E.	T1A 0G7	(403) 529-3580
Peace River	9715 - 100 Street, Bag 900-28	T8S 1T4	(780) 624-6529
Red Deer	3rd Floor, First Red Deer Place, 4911 - 51 Street, Box 302	T4N 6V4	(403) 340-5151
Slave Lake	Lakeland Centre, Box 787, 101 Main Street, S.E.	T0G 2A0	(780) 849-7228
Vermilion	Box 26, 1st Floor, Provincial Building, 4701 - 52 Street	T9X 1J9	(780) 853-8150

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Appendix 3
Registered Apprenticeship Program Student Placement Form

- A Student Placement Form (attached) should be completed:
  - ⇒ for each school registered to offer RAP courses
  - ⇒ when enrolling a student in one or more RAP courses for the first time
  - ⇒ when enrolling a student in additional courses within a RAP sequence of courses.

    Note: RAP courses within a trade sequence are to be taken sequentially.

- Send the completed registration form to:

Michael Alpern
Curriculum Branch
Alberta Learning
Devonian Building, East Tower
11160 Jasper Avenue
Edmonton, Alberta, Canada, T5K 0L2
OR Fax 780–422–3745

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RAP Student Placement Form

This form must be completed for students enrolled in the Registered Apprenticeship Program (RAP) ***each*** school year. Additions and changes made during the year should be forwarded to Curriculum Branch, Alberta Learning, 11160 Jasper Avenue, Edmonton, Alberta, Canada, T5K 0L2.

School Jurisdiction: _____ **School:** _____ **School Year:** _____

RAP Coordinator: _____

Student's Name	RAP Course Information		Semester	Business and Supervisor's Name, Address, Telephone Number	Date Commencing RAP Courses
	Name of RAP Trade	Courses Being Taken (please check)			
		15 ☐ 35a ☐ 25a ☐ 35b ☐ 25b ☐ 35c ☐ 25c ☐ 35d ☐			
		15 ☐ 35a ☐ 25a ☐ 35b ☐ 25b ☐ 35c ☐ 25c ☐ 35d ☐			
		15 ☐ 35a ☐ 25a ☐ 35b ☐ 25b ☐ 35c ☐ 25c ☐ 35d ☐			
		15 ☐ 35a ☐ 25a ☐ 35b ☐ 25b ☐ 35c ☐ 25c ☐ 35d ☐			
		15 ☐ 35a ☐ 25a ☐ 35b ☐ 25b ☐ 35c ☐ 25c ☐ 35d ☐			
		15 ☐ 35a ☐ 25a ☐ 35b ☐ 25b ☐ 35c ☐ 25c ☐ 35d ☐			

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Appendix 4
Guide to Developing Registered Apprenticeship Program Learning Plans

Registered Apprenticeship Program courses are approved by Alberta Learning as "locally developed" courses. These courses are also delivered off-campus. In these contexts, teachers should be familiar with the following Alberta Learning policies when preparing to deliver Registered Apprenticeship Program 15–25–35 courses.

- **Policy 1.2.1: Locally Developed/Acquired and Authorized Junior and Senior High School Optional Courses, 1997**
- **Policy 1.4.3: Off-Campus Education, 2000**

Key procedures are specified in each of these policies including the requirement for the teacher to be responsible for developing course content; i.e., outcomes, and evaluating student performance.

Outcomes and Learning Plans

Outcomes define what a student is expected to know and be able to do to complete a course successfully. A learning plan should include a statement of outcomes together with indicators of how, when, by whom and under what conditions the student will be assessed.

In accordance with the two policies identified above, the teacher is required to develop a learning plan for each student enrolled in a Registered Apprenticeship Program course prior to or soon after a student commences the course.

In developing a RAP learning plan, two types of outcomes are recommended: general outcomes and specific outcomes. **A RAP Learning Plan Template is provided on pages 34–35.**

- **General Outcomes**

General outcomes are used to describe the "big picture." That is, what a student will be expected to know and be able to do to complete a course successfully. General outcomes for any Registered Apprenticeship Program course may require the student to:

- develop a profile of the workstation or work site placement
- demonstrate new, or improvement in, designated employability skills
- meet outcomes defined for a specific trade.

- **Specific Outcomes**

Specific outcomes are used to expand on each general outcome by providing a more detailed statement of competencies the student will be expected to demonstrate. Specific outcomes may include employability skills and workplace skills.

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⇒ **Employability Skills** Employability skills are the broad range of abilities needed in almost all workplaces.

⇒ **Workplace Skills** Workplace skills are used to define the new abilities that a student will be expected to demonstrate at the completion of a RAP course.

Assessing Student Performance The teacher has primary responsibility for assessing student progress and performance. In assessing a RAP student's employability skills and workplace skills, Chart 1 and Chart 3 may be used to guide the assessment process.

Chart 1

RAP Course Level	Percentage of Final Mark	
	Employability Skills	Workplace Skills
15	40	60
25	30	70
35	20	80

Chart 2

RAP Course Level	Minimum Standard Rating
15	1
25	2
35	3

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Chart 3

ASSESSMENT RATING SCALE

4	3	2	1	0
The student:	*The student:*	*The student:*	*The student:*	*The student:*
• exceeds defined outcomes	• meets defined outcomes	• meets defined outcomes	• meets defined outcomes	• has not completed outcomes
• identifies problems and plans effective solutions	• identifies problems and plans effective solutions	• plans and solves problems with limited assistance	• follows instructions	• fails to follow instructions
• demonstrates self-directed behaviour	• demonstrates self-directed behaviour in selected situations	• seeks assistance before acting	• responds positively to directions	• is not self-directed or responsive to directions
• selects and uses tools, materials and/or processes efficiently, effectively and with confidence	• selects and uses tools, materials and/or processes efficiently and effectively	• selects and uses tools, materials and/or processes appropriately	• uses a limited range of tools, materials and/or processes	• uses tools, materials and/or processes inappropriately
• meets, or exceeds, workplace quality and productivity standards	• meets, consistently, workplace quality and productivity standards	• meets, generally, workplace quality and productivity standards	• experiences some difficulty in meeting selected quality and productivity standards	• unable/unwilling to conform to workplace standards
• acts as a mentor to fellow workers	• leads others to contribute to workplace goals	• contributes as a member of a team	• experiencing some difficulty in becoming a team member	• unable/unwilling to become a team member
• demonstrates, consistently, a willingness to learn	• demonstrates willingness to improve	• works cooperatively and shows promise	• has ability to improve	• unable/unwilling to work as a team member

Note: To use the Assessment Rating Scale in determining a student's mark in a RAP course, the teacher, in consultation with the employer and the student, should determine:

- the rating earned for each competency
- the final mark for the course
- the minimum acceptable rating for the level of course as recommended in Chart 2.

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REGISTERED APPRENTICESHIP PROGRAM LEARNING PLAN AND ASSESSMENT TEMPLATE

Trade: _____

Student: _____ School: _____

Supervising Teacher: _____

School Telephone: _____ Residence Telephone: _____

Employer: _____ Telephone: _____

	Employability Skills							
	15	25a	25b	25c	35a	35b	35c	35d
Safety								
• Identifies potential health and safety hazards								
• Assures personal safety								
• Uses correct safety equipment								
• Reports injuries								
• Maintains safe workplace environment								
Personal Management								
• Dresses appropriately								
• Accepts responsibility								
• Makes informed decisions								
• Applies risk management strategies								
Working with Others								
• Communicates effectively								
• Works as a member of one or more teams								
• Demonstrates tolerance and understanding								
• Reacts appropriately to uncertainty								
Thinking, Planning and Organizing								
• Solves problems and makes decisions								
• Demonstrates planning abilities								
• Organizes time/work								
Managing Transitions								
• Takes responsibility for own learning								
• Is able to adapt to change								
• Understands related career opportunities								
Managing Change								
• Demonstrates flexibility								
• Accepts praise and criticism								
Workplace Profile								
Employability Skills Comments:	Meets or exceeds standards for 125 hours of learning	Meets or exceeds standards for 250 hours of learning	Meets or exceeds standards for 375 hours of learning	Meets or exceeds standards for 500 hours of learning	Meets or exceeds standards for 625 hours of learning	Meets or exceeds standards for 750 hours of learning	Meets or exceeds standards for 875 hours of learning	Meets or exceeds standards for 1000 hours of learning

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Workplace Skills	15	25a	25b	25c	35a	35b	35c	35d
Knowledge								
• Has knowledge appropriate to task								
• Identifies materials appropriate for task								
• Selects correct tools, equipment and/or processes								
•								
Skills								
• Uses correct techniques								
• Demonstrates appropriate behaviours								
• Provides appropriate services								
• Demonstrates safe practices								
• Task Specific Skills:								
–								
–								
–								
–								
–								
–								
–								
Attitudes								
• Appreciates opportunity to learn								
• Is aware of importance of safety								
• Is on time and demonstrates work ethic								
Other Competencies								
•								
•								
•								
•								
Workplace Skills Comments	Meets or exceeds standards for 125 hours of learning	Meets or exceeds standards for 250 hours of learning	Meets or exceeds standards for 375 hours of learning	Meets or exceeds standards for 500 hours of learning	Meets or exceeds standards for 625 hours of learning	Meets or exceeds standards for 750 hours of learning	Meets or exceeds standards for 875 hours of learning	Meets or exceeds standards for 1000 hours of learning

Assessment

- Employability Skills: _____ %
- Workplace Skills: _____ %

Final Mark: _____ %

Teacher	**Employer**	**Student**
Date: _____	Date: _____	Date: _____

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Appendix 5
Registered Apprenticeship Program Registration Form

- A RAP Registration Form (attached) should be completed for each school offering the program.
- Send the completed registration form to:

Michael Alpern
Curriculum Branch
Alberta Learning
Devonian Building, East Tower
11160 Jasper Avenue
Edmonton, Alberta, Canada, T5K 0L2
OR Fax 780–422–3745

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Registered Apprenticeship Program Registration Form

SCHOOL JURISDICTION:
SCHOOL:
ADDRESS:
RAP COURSES TO BE OFFERED:

Participants in RAP

School	Contact Name	Telephone
Principal		
School Coordinator		
School Board		
Superintendent of Schools		
School Board Coordinator		
Community		
Apprenticeship and Industry Training Local Coordinator		
Industry Contacts		

I certify that the Board has approved a motion supporting participating in RAP and that the program will conform to the locally developed senior high school courses policy.	Signed: _____ Superintendent of Schools (or designate)

Alberta Learning

Curriculum Branch ..... Michael Alpern 780–422–3272*

Apprenticeship and Industry Training ..... A.J. (Tony) Lovell 780–422–6935*

*To be connected toll free, inside Alberta, dial 310–0000.

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